

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

August 25, 2000

SUBJECT: REPORTING PROCEDURES FOR AN ASSAULT WITH A MOTOR VEHICLE - REVISED

PURPOSE: In August of 1997, the Department Traffic Accident Report Investigation, Form 4.2, previously used to document traffic collisions and assaults with a motor vehicle, was replaced by the State of California Traffic Collision Report, CHP Form 555. To prevent confusion and to keep State traffic forms separate from non-traffic reports, an assault with a motor vehicle investigation shall be documented on a Preliminary Investigation Report (PIR), Form 3.1. This Order revises the reporting procedure for assault with motor vehicle investigations.

PROCEDURE:

I. OFFICER'S RESPONSIBILITY.

A. Whenever a motor vehicle is used as the weapon in an assault with a deadly weapon crime, and the suspect's vehicle makes contact with the victim and/or any vehicle occupied by the victim, the reporting officer shall:

- * Complete a PIR, Form 3.1, titled "ADW with a Vehicle";
- * Complete a diagram which accurately depicts the assault on a blank white sheet of 8 ½" X 11" paper; and,

Note: The diagram shall be page two of the PIR. The page number shall be documented in the upper-left corner of the diagram, and the title of the crime report shall be placed in the upper center of the page. The Division of Records (DR) number shall be documented in the upper-right corner.

- * Complete the narrative portion of the PIR on a continuation sheet:

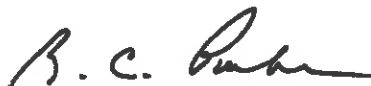
Note: Traffic collision investigators shall not routinely be responsible for investigating an assault with a motor vehicle; however, they shall provide advice to the investigating officer when requested.

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- B. Whenever a motor vehicle is used as the weapon in an assault with a deadly weapon, and the suspect's vehicle does not make contact with the victim or the vehicle that the victim occupies, the reporting officer shall complete a PIR, Form 3.1, titled "ADW with a Vehicle." No diagram is required.
- C. Whenever a motor vehicle is used as the weapon in an assault with a deadly weapon, and the suspect's vehicle does not make contact with the victim or the vehicle that the victim occupies, but strikes another person, vehicle, or fixed object resulting in a reportable traffic collision; the reporting officer is not required to complete a diagram in conjunction with the crime report, but shall complete a PIR, Form 3.1, titled "ADW with a Vehicle" and the appropriate traffic report.

AMENDMENTS: This Order amends Section 4/227 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of all geographic bureaus shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"